

**Public Safety Communications Advisory Commission (PSCC)
Summary of Minutes - Regular Public Meeting**

Tuesday, July 20, 2010

PSCC Voting Members Present

- Chad Kirkpatrick, State CIO & Director, Government Information Technology Agency (Chairman)
- Joe Anderson, Assistant Chief, Bullhead City Fire Department
- Michael Brashier, Communications Manager, City of Casa Grande (*Arrived 1:04 PM*)
- Steven Campbell, Lt. Colonel, AZ Department of Public Safety
- Jan Hauk, Past President, Arizona Fire District Association Representative
- Gilbert Orrantia, Director, Arizona Department of Homeland Security
- William Pribil, Sheriff, Coconino County
- Patrick Quinn, Deputy Chief, Tucson Fire Department
- Kathleen Robinson, Assistant Chief, Tucson Police Department
- Dan Wills
- Mike Worrell, Captain, Phoenix Fire Department

PSCC Voting Members Absent

- Amy Brooks, Captain, Apache Junction Fire Department
- Pablo Duarte
- Tracy Montgomery, Assistant Chief, Phoenix Police Department
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

Government Information Technology Agency (GITA) & GITA, Public Safety Interoperable Communications (GITA-PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, PSIC Operations Manager, GITA-PSIC
- Emilie Sundie, Project Manager, GITA-PSIC
- Michael Britt, Project Manager, GITA-PSIC

Additional Meeting Presenters

- Jesse Cooper, City of Phoenix
- Mark Venuti, Director, Guardian Medical Transport
- Leslie Auriemma, Communications Supervisor, Guardian Medical Transport

34 Interested parties and members of the public were also present.

Call to Order and Roll Call

The meeting was called to order at 1:01 PM by Chairman Chad Kirkpatrick, Director of the Government Information Technology Agency. Chairman Kirkpatrick thanked Commissioners for attending and introduced Tom Lawless the Regional Coordinator for Region Nine from the Office of Emergency Communications. Roll call was taken by Mr. Justin Turner, PSIC Operations Manager, as noted above and a quorum of the PSCC was declared present.

Approval of Minutes – April 21, 2010 Meeting

Action Item

Chairman Kirkpatrick asked for comments on the April 21, 2010 meeting minutes. Hearing no comments, the Chairman asked for a motion to approve the minutes. Commissioner Pat Quinn made a motion to approve the minutes. The motion was seconded by Commissioner Dan Wills. The motion was unanimously carried and the minutes were approved.

NECP Goal Two Planning Methodology

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications Office (PSIC), GITA

Action Item

Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications Office (PSIC), briefed the Commission on the planned methodology for assessing NECP Goal Two in non-UASI counties. Ms. Meyerson explained the NECP and its goals; provided background on the development of the methodology; and walked through the Arizona Approach, including a timeline of activities. Capabilities data will be collected as part of the annual Target Capabilities Assessment (TCA) update conducted by the Arizona Department of Homeland Security (AZDOHS). Performance will be assessed on a county by county basis in Arizona. The PSIC Office will help counties with pre-planning for the selected events and exercises, and then observe and/or help with the selected events and exercises. As part of the after action process, a session will be conducted by the PSIC Office with local staff to complete the OEC performance reporting tool. The complete approach is documented in the meeting handout: *DRAFT Arizona Approach for Assessing Non-UASI Counties Progress toward Meeting NECP Goal Two*.

Commissioner Dan Wills made a motion to approve the Arizona Approach for Assessing Non-UASI Counties Progress toward Meeting NECP Goal Two. The motion was seconded by Commissioner Kathleen Robinson. The motion was unanimously carried and the Arizona Approach was approved.

COML Recognition Program Approved by SIEC

Presenter: Jesse Cooper, City of Phoenix

Action Item

Mr. Jesse Cooper briefed the commission on the SIEC's recent approval of a statewide procedure for recognizing Arizona Regional COML's. The procedure applies to those individuals who meet the recommended DHS all-hazards COML guidelines for eligibility, training and experience, and are requesting recognition as Arizona Regional Communication Unit Leaders. Mr. Cooper provided background on the development of the procedure, including a review of workgroup meetings and public SIEC meetings. Mr. Cooper then walked through the key elements of the procedure and explained the reasoning behind each of the elements. Mr. Cooper also discussed the logistics of how the recognition program will be implemented and the next steps for the Communications Unit workgroup.

After discussion, Commissioner Mike Worrell moved the PSCC adopt the Arizona Regional COML Recognition Process. The motion was seconded by Commissioner Gilbert Orrantia. The motion passed unanimously.

PSCC Operating Principles

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office, GITA Action Item

Ms. Meyerson briefed the commission on the work to date to develop an Operating Principles (Charter) Document for the PSCC. Ms. Meyerson explained the purpose of the document and provided background on the development including a review of the Technical Assistance provided by OEC, and input from interested parties during public meetings. Ms. Meyerson then discussed each of the sections in the document and answered questions from Commissioners. Ms. Meyerson informed the Commission that the SIEC approved the SIEC section of the document at their recent meeting on May 18, 2010.

After discussion, Commissioner Dan Wills moved the PSCC adopt the Operating Principles Document. The motion was seconded by Commissioner Joe Anderson. The motion passed unanimously.

Regional Update: Guardian Medical Transport

Presenters: Mark Venuti, Director, Guardian Medical Transport

Leslie Auriemma, Communications Supervisor, Guardian Medical Transport

Information Item

Mr. Mark Venuti introduced Leslie Auriemma, the Communications Supervisor for Guardian Medical Transport. Ms. Auriemma briefed the Commission on Guardian Medical Transport. The presentation included a brief history of Guardian, an overview of current operations, and a discussion of Guardian's Communication's Center.

Statewide Interoperability Executive Committee (SIEC) Update

Presenter: Mark Venuti, SIEC Co-Chair

Information Item

Mark Venuti briefed the commission on the recent activities of the Statewide Interoperability Executive Committee (SIEC). Topics covered during Mr. Venuti's presentation include:

- Development of a 700 MHz Spectrum Management and Interoperability Plan
- Approval of AIRS connectivity for Arizona State Forestry Division
- Approval of the SIEC portion of the Operating Principles Document
- SIEC evaluation of the NECP Goal 2 Methodology
- SIEC approval of the Communications Unit Leader (COML) Recommendations
- Preview of the next SIEC meeting

AIRS Training: Video & Roll Out Plan

Presenter: Emilie Sundie, Public Safety Interoperable Communications Office (PSIC), GITA

Information Item

Ms. Emilie Sundie presented an overview of the new AIRS Training Program that was developed with \$55k in funding from the Interoperable Emergency Communications Grant Program. The training program was designed to promote AIRS by informing agencies about its existence; and ensure the effective use of AIRS as a statewide interoperable communications asset. Ms. Sundie's presentation covered background on the Training Program, the various components of the program and the planned rollout of the training. Ms. Sundie then previewed the AIRS training video for the Commission.

PSIC Office: Status Updates

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications Office (PSIC), GITA

Information & Discussion Items

Ms. Lisa Meyerson briefed the Commission on recent activities of the Public Safety Interoperable Communications (PSIC) Office at GITA. Topics from her presentation included:

1. NECP Goal 1 Evaluations – Lessons Learned
2. SWIC National Meeting
3. Technical Assistance and Regional Planning
 - i. Colorado River Indian Tribe (CRIT) / LaPaz County Technical Assessment
 - ii. RICP development in Cochise and Santa Cruz counties
 - iii. Pima County Governance Assessment
 - iv. City of Mesa / TRWC Broadband Waiver
4. Outreach / Regional Meetings
5. Reports
6. New Public Events Calendar on PSIC Website
7. September PSCC Meeting Preview

Ms. Meyerson also discussed efforts to date by the PSIC office to develop a recommendation for the use of \$2.2 Million in RICO funds for Communications Interoperability. Ms. Meyerson provided an overview of a proposal received by the PSIC office from the Yuma Regional Communications System (YRCS) to utilize the existing DPS / YRCS partnership to link the YRCS master controller with six P25 sites built by DPS and connected by DPS' microwave link. Commissioners Dan Wills, Steven Campbell, and Gilbert Orrantia all spoke in favor of the proposal.

Comments from the Public

Mr. David Felix introduced himself to the Commission. Mr. Felix is the new Executive Director for the Regional Wireless Cooperative (RWC). Mr. Felix informed the Commission on his recent activities since joining the RWC. No additional comments were received.

Adjournment

Chairman Kirkpatrick called for a motion to adjourn. Commissioner Steven Campbell motioned to adjourn the meeting, which was seconded by Commissioner Dan Wills and unanimously carried. The meeting adjourned at 3:02 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Public Safety Communications Advisory Commission are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of PSCC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 602-364-4498 to arrange for an audio of the tape-recorded proceedings.